



# THE INSIDE SCOOP

## Your Library Catalog & Card

Discover the power of your Patron Account.  
 Get that new blockbuster movie before anyone else.  
 Place a hold for a specific volume in a series of books or TV episodes.  
 Get e-mail notices of new items in your area of interest.  
 Save complex searches – and run them whenever you need to.  
 Create and save title lists for research and fun.  
 Learn some super-cool searching tips.

## YOUR PATRON ACCOUNT

Click the "Patron Account" tab.

If you have a library card but do not yet have a password, click [here to create a password](#)

Please enter your barcode and password

Barcode:

Password:

[Forgot your password?](#)

Don't forget to log out...

**CLUE!** Your barcode is located on your card and has no spaces. Be sure to include that 0 at the start of your number.

If you "Forgot your password?" we'll email it to you.

e, JESSICA STINSON | [Log Out](#)
[Switch to another bra](#)

**Downtown**

Library Info
Search
Patron Account
Help

My Record
Items Out
Requests
Fines & Fees
Reading History
Saved Searches
Log Out

Activate your Reading History.

Check your card expiration date, e-mail, home address and phone number.

See your Saved Title Lists.

View and renew your checked out items.

View your fines - pay electronically with a credit card.

Fines are not calculated until an item is returned.

View what you've checked out in the past. This list never expires once you activate it.

Manage your Saved Searches.

Log out of public computers!!

- Where are you in line for a hold?

- What's ready to pick up?

- Suspend or cancel holds.

*Suspending holds allows you to go on vacation, and keep your place in line.*

- Are you close to the 30 item max for requests? Suspended holds count toward your limit.

**CLUE! Why won't the catalog let me renew?**

- Someone else has requested the item.
- You have reached the maximum number of renewals.
- It's time to renew your library card. All cards must be renewed in person each year.
- You have a long overdue item.
- You owe \$10 or more on your Library account.

# ITEM LEVEL HOLDS

## How do I place a hold for a specific volume in a series?

1. Use this handy limiter to make your search easier.

2. Click here for individual volumes.

3. Click the icon next to the volume you want.

Here we are placing a hold only on volume 1.


Keyword search for:

Search by:  Limit by:

Save Search | Open Search Options

Searching for: **six feet under**

Matches: 5 Displaying titles 1 - 5 Page: [1]



**1. Six feet under. The complete fourth season [videorecording]** [Add to List](#)

... Special features include: cut by cut, editing **Six Feet Under**--featuring Alan Ball, Alan Poul and the editors; deleted ...

Publisher, Date: New York, N.Y. : HBO Video, [2005]  
Description: 5 videodiscs (ca. 720 min.) : sd., col. ; 4 3/4 in.

Call Number: MM-DVD SIX FEET UN4

Available copies at all branches: 0 (of 24) Current Holds: 13

[Where is it?](#) [Details](#) [Place Hold Request](#)

Item Number	Shelf Location	Status	Circ Date	Type
MM-DVD SIX FEET UN4 1	1st Floor	In-Repair	Jul 28 2009	DVD
MM-DVD SIX FEET UN4 1	1st Floor	In-Repair	Jul 27 2009	DVD
MM-DVD SIX FEET UN4 1	1st Floor	Out (Due: Aug 12 2009 )	Jul 22 2009	DVD
MM-DVD SIX FEET UN4 1	1st Floor	In-Repair	Jul 29 2009	DVD
MM-DVD SIX FEET UN4 1	1st Floor	In-Repair	Jul 27 2009	DVD
MM-DVD SIX FEET UN4 2	1st Floor	Out (Due: Aug 9 2009 )	Jul 19 2009	DVD
MM-DVD SIX FEET UN4 2	1st Floor	In-Repair	Jul 29 2009	DVD
MM-DVD SIX FEET UN4 2	1st Floor	In-Repair	Jul 28 2009	DVD
MM-DVD SIX FEET UN4 2	1st Floor	In-Repair	Jul 27 2009	DVD
MM-DVD SIX FEET UN4 3	1st Floor	In-Repair	Jul 29 2009	DVD

**CLUE!**  
**DON'T CLICK HERE IF YOU WANT A SPECIFIC VOLUME!!**


Doing so will give you whatever volume is available the soonest, regardless of volume number.

**DO** use this when we have lots of copies of the same thing, like *Harry Potter*.

**CLUE! DON'T** pick one that is In-Repair, missing or lost unless you have no other option.

4. Select your Pickup Library, and Activation Date. Make a private note for yourself if you want. Where did you get your card? That's your "Patron Library."

Place a request:



**Six feet under. The complete fourth season [videorecording]**

Publisher, Date: New York, N.Y. : HBO Video, [2005]  
ISBN: 0783130651 - Description: 5 videodiscs (ca. 720 min.) : sd., col. ; 4 3/4 in.  
Barcode: 25560517

Barcode: \*\*\*\*\*5008

Pickup Library:

Activation Date: (ex: mm/dd/yy)

Note:

# PLACE HOLDS ON ITEMS THE LIBRARY HAS ORDERED

## How can I find the new DVDs the library will be getting?

1. Type "dvd videorecording" into the keyword box. Be sure to use quotes to make this a phrase.

2. Search by Title

3. Limit by DVD

### CLUE! What does 0 (of 0) mean?

Soon after the library orders a title, there is a brief record in the catalog which says no copies at this time, but you can still place hold requests.

A recent publication date is another clue that this item is most likely a new purchase.

The screenshot shows the library catalog search interface. The search bar contains "dvd videorecording" and the "Go!" button is highlighted. The search results show "Adventureland (DVD) [videorecording]." with a publication date of 2009. The available copies are 0 (of 0) and current holds are 29. The "Place Hold Request" button is visible.

## How can I get a list of new titles as they are added to the catalog?

Look for the menu along the right of the catalog search screen.

Click on a link to see new items. New items stay on the list for 31 days.

You can also receive new titles in your RSS feed reader.

The screenshot shows the library catalog search interface. The search bar contains "dvd videorecording" and the "Go!" button is highlighted. The search results show "Adventureland (DVD) [videorecording]." with a publication date of 2009. The available copies are 0 (of 0) and current holds are 29. The "Place Hold Request" button is visible.

# SAVED SEARCHES

How can I be notified if my suggestion is purchased by the library, and then place a hold?

1. Search by Keyword for the item you requested.

Be as **specific** as possible by using the limiters.

2. Click "Save Search."

You might be asked to log in at this point if you are not already logged in.

3. Make up a name for your search – this is required.

The title of the item is a good suggestion. A note is optional.

4. Enter your email so that you can be notified.

Once you are notified, click the link in your email (Choose Email format HTML for this service).

**-IMPORTANT-**  
This email is only a notification that the library now owns this item – you must then place a hold yourself!

5. Uncheck this box so that you will only receive email if something has been added.

6. Remember to save your search!

Manage your Saved Searches here.

You can manually run your Saved Search by clicking the green arrow. Click the red X to delete your Saved Search after you get what you need.

## CLUE!

You can save as many searches as you want – be creative.

Be notified when your favorite musician releases a new CD!  
Be notified when Miramax releases a new movie!  
Be notified when Stephen King writes yet another novel!

**After creating the Saved Search, you will only be notified of new titles – not the titles we already had.**

# SAVED TITLE LISTS

How can I create lists for topics I'm researching, or books I'd like to read in the future?



There are two ways to create a new list. Manage your lists by clicking on the link in the "My Lists" box. Be creative. You're only limited by your imagination.

## CLUE!

**Be computer savvy and save paper!**

If you add titles to a list from home, you can log into a computer at the library (or your own laptop/portable Internet device) to check your list without having to carry one in your pocket.

1. Click on the link in the "My Lists" box.

2. Create a new list as you browse titles in the catalog.



## Extra-Fancy Polaris Search Tips

### Using quotes

Quotes can be used in Keyword to search for a phrase:

Example: To find the "I have a dream" speech by Martin Luther King Jr.

Keyword by Any Field: "I have a dream" King

### Narrowing down DVD/VHS searches

#1: Search by Author to find directors or actors

#2: Use the Search Options to limit by publication date

#3: Keyword by Genre: Comedy films [or any genre from list below] >> Limit by: [select]

Some popular genre subject headings:

Adventure films

Animated films

Comedy films

Documentary films

Fantasy films

Film noir

Horror films

Mystery films

Science fiction films

Spy films

Suspense films

Western films

Spanish drama

French drama

Hindi drama

Spain drama

Argentina drama

Adventure television programs

Animated television programs

Comedy television programs

Documentary television programs

Fantasy television programs

Horror television programs

Mystery television programs

Science fiction television programs

Suspense television programs

Television programs for children

Variety shows

### Narrowing down Music CD searches

#1: Search by Author to find singers, musical groups, composers, etc.

#2: Use the Search Options to limit by publication date.

#3: Keyword by General Notes: "*song title*" (use quotes!) >> Limit by: Music CD

#4: Keyword by Subject (examples: rock music, world music, music\*, music mexico, popular music mexico, etc)

### **CLUE! HOLD STATUS CONFUSING?**

**Active** means the item is checked out, and the number on the right tells where you are on the waiting list.

**Held** means the item should be waiting at the self service holds shelf for someone.

**Pending** means the item is supposed to be on the shelf and the staff are looking for it.

**Transferred** means it is being moved from one branch to the one you specified for pickup.

**Expired** means that it has been more than a year since the request was placed. It may be that the title is lost or long overdue, or that we never received the order. We may need to order again, or borrow it on Interlibrary Loan if we can't buy it. Let us know if you want that service.

**In-transit** means that the item is being moved from one branch to another, but there are no holds to satisfy.